

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Oregon State Office
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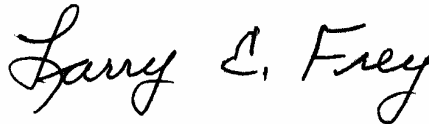
**Oregon Notice
CM-369**

For: County Offices

Certification of Service Center Data Managers

Approved By: State Executive Director

LEF:JB



1 Overview

A Background

The State CLU Data Manager is responsible for maintaining a list at the state office of certified local CLU Date Stewards and their backups. The State CLU Data Manager is also responsible for developing and implementing a certification process for the Service Center CLU stewards. According to 8 CM this should cover information on maintaining the office CLU layer; ensuring office personnel have adequate training, understanding metadata and many other areas.

B Purpose

The purpose of this notice is to provide a format for certifying the local CLU Service Center Managers in accordance with 8-CM (Rev. 1) Amend 1 par.33 section B and F.

C Contact

Direct questions concerning this format to James Baker.

Disposal

February 1, 2005
2-6-04

Distribution

All Oregon FSA Offices

2 Action

A Initial Certification

Initial certification will be done by the State CLU Data Manager. There are two methods that will be used. First method is by phone, if the Local CLU Data Manager believes they have a complete understanding of what is required of them. On agreement from the state CLU Manager they will sign the form and returned it to the state office for filing. The second method is in a formal training session with the state CLU Data Manager.

B Delegation of Certification

After a Local CLU Data Manager is certified by the state CLU Data Manager the local CLU Data Manger may certify their backups in their local offices. After the local CLU Data Manager has completed the Certification form they will forward a copy to the state office CLU Data Manager for record keeping.

C Certification Letters

Exhibit 1 of this document will be used for the certification of local CLU Data Managers.

Certification letter for Service Center Data Managers

Service Center: _____

Date:_____

This letter is to certify the Oregon local CLU Data managers and their alternates in accordance with 8-CM (rev.1) Amend 1 Par. 33 section B and F.

Areas to cover are CLU Service Center Manager responsibilities, CLU Quality Control, Land Physically Located Outside of County, Rules for Release of Data, and Metadata.

The Service Center Data Manager, alternatively referred to as the local CLU steward, is responsible for: 8-CM (rev.1) Amend 1 Par 32 section D and Par 33 section D and E.

- Knowing the standards and criteria for maintaining the office CLU layer
- Ensuring that persons updating CLU have had adequate training
- Clearing all changes to the official CLU layer
- Performing periodic reviews of the CLU to ensure continued quality control
- Maintaining data and metadata to meet the needs of the partner agencies
- Collecting and validating new county level data
- Linking county level geospatial data to related tabular data
- Verifying that changes have been forwarded to the national database
- Protecting the data from loss

Maintaining CLU Quality. 8-CM (rev.1) Amend 1 Par 64 section A and B. This is the responsibility of the Local CLU data Manager or their alternate.

Land Physically Located Outside of County. 8-CM (rev.1) Amend 1 Par 137 Section A and B. For counties that are not certified Par 137 should be followed.

Rules for Release of Data are in 8-CM (rev.1) Amend 1 Part 6, Par 222 Section A to E covers CLU release. Rules for Release of Wetland Point data is in Par 254. Rules for Release of CRP are in Par 255.

Metadata is covered under 8-CM (rev.1) Amend 1 Part 7. No CLU data in a GIS format (shapefile) can be release without Metadata. Metadata is the information that is required by Executive Order 12906 and explains what is in the GIS layer that is being released. Exception is individual producers requesting their own data; however Metadata should be included with this release if possible.

I have been briefed and understand my responsibilities for the CLU data layer.

Print Name

Date:_____

Signature

Signature State Certifying Official